



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202



SFIM-HR

JUN 26 2003

MEMORANDUM FOR US Army Installation Management Agency Personnel

**SUBJECT: US Army Installation Management Agency Policy Memorandum #9,
Personnel Accounting and Strength Reporting**

1. REFERENCES.

- a. AR 600-8-6, Personnel Accounting and Strength Reporting, 24 September 1998.
- b. AR 220-1, Unit Status Reporting, 15 November 2001.
- c. AR 614-200, Enlisted Assignments and Utilization Management, 12 July 2001.

2. PURPOSE. To provide guidance to all US Army Installation Management Agency (IMA) personnel on Personnel Accounting and Strength Reporting.

3. APPLICABILITY. These procedures are applicable to all military personnel assigned to and/or under the operational control of the IMA.

4. POLICY. References above require proper personnel strength accounting and reporting. Procedures below establish accounting responsibilities and reporting mechanisms to ensure submission of timely requisitions order to obtain proper levels of fill.

5. PROCEDURES.

a. Each Region Director will monitor and assist in the administration of the personnel accounting and strength reporting function of the military personnel system.

b. The Chief, Human Resources Division (HRD), Headquarters, IMA, is the principal contact for military personnel strength information. The HRD Chief will ensure that military personnel strength complies with the HQDA distribution guidance across the Regions and that military personnel are properly utilized in accordance with Chapter 3, reference c. The Chief, HRD, as necessary, will cross-level soldiers to maintain strength balance across the Regions.

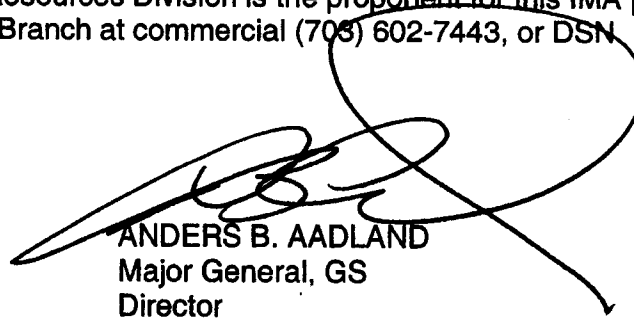
c. Region Directors will appoint a military personnel strength monitor (MPSM) IAW paragraph 1-24, reference a. The Chief, HRD will be the MPSM for all requisitions, assignments, and/or diversions within IMA.

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- d. The enclosed information paper explains the strength reporting procedures.
 - e. During mobilization, individual augmentee information will be submitted in the same format, but as an annex to the strength report.
 - f. To ensure quality control and equitable distribution of personnel assets, the Chief, HRD, will provide a semi-annual strength update in the months of July and December by Region, MOS authorization, assigned, and projected strength. The update will be provided to the Director, IMA.
6. PROPONENT. The Human Resources Division is the proponent for this IMA policy. POC is Chief, Military Personnel Branch at commercial (703) 602-7443, or DSN 332-7443.

Encl



ANDERS B. AADLAND
Major General, GS
Director

INFORMATION PAPER

SFIM-HR
16 May 2003

SUBJECT: Installation Management Agency (IMA) Monthly Personnel Accounting and Strength Reporting

1. **Purpose:** To outline IMA's monthly personnel accounting and strength reporting procedures and to establish guidance for submission.
2. **Facts:** Each Region is required to submit a monthly personnel accounting and strength report no later than the 22d of each month with information as of the 15th of each month. The following is a breakout of each report:
 - a. **TAB A: Overall Unit Strength Reports:** The total number of soldiers authorized and assigned to each garrison. If an MTOE/TDA change occurs for a unit, the unit must annotate changes, submit new MTOE/TDA, and inform the PMB.
 - b. **TAB B: MOS Laydown Worksheet:** A complete list of all authorized MOS, broken down by skill level, current authorization and assigned personnel, 180 day projections for enlisted soldiers and 365 day projections for officers. If additional MOS is to be added, region/garrisons must add in numerical order.
 - c. **TAB C: Top 5 Critical MOS Worksheet:** MOS are ranked according to their criticality to the unit, with the most critical listed first. List all skill levels as well as 180-day losses for enlisted and 365 day losses for officers.
 - d. **TAB D: Non-Deployable Report:** The following areas are addressed in this report:

AWOL, LEGAL, HOSPITAL, TEMPORARY PROFILE, LV/TDY, DEPLOYED, PREGNANT, TRAINING, COMMANDER'S RESTRICTION, OTHER, AND PERMANENT PROFILES.

Soldiers who are stabilized at an installation due to a recent deployment are reported as deployable in accordance with AR 220-1. In addition, soldiers who are reported on the Lautenberg Amendment Report are considered non-deployable.

- e. **TAB E: Non-deployable by name listing.** Indicate the names of soldiers who are non-deployable by category.

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SUBJECT: Installation Management Agency (IMA) Monthly Personnel Accounting and Strength Reporting

f. TAB F: By name unprojected loss report. By name listing of soldiers who will separate within 60 days of the monthly report.

g. TAB G: Lautenberg Amendment Report. The Lautenberg Amendment, enacted on 30 September 1996, makes it a crime for individuals convicted of an offense involving misdemeanor domestic violence to possess a firearm or ammunition either for personal use or for official duties. Reporting these individuals is a continuing requirement to identify soldiers with qualifying convictions. For further guidance on Lautenberg, please contact our office below.

3. Each Region will be responsible for consolidating garrison reports into a single Region rollup and will submit the Region rollup and a copy of each garrison report no later than the 25th of each month to Headquarters, IMA.

4. Point of contact this headquarters is CW3 Smith, Command Strength Manager, IMA HR Division, Military Personnel Branch at commercial (703) 602-2257, DSN 332-2257.

CW3 Smith/602-2257

Approved by: Mr. John Usher

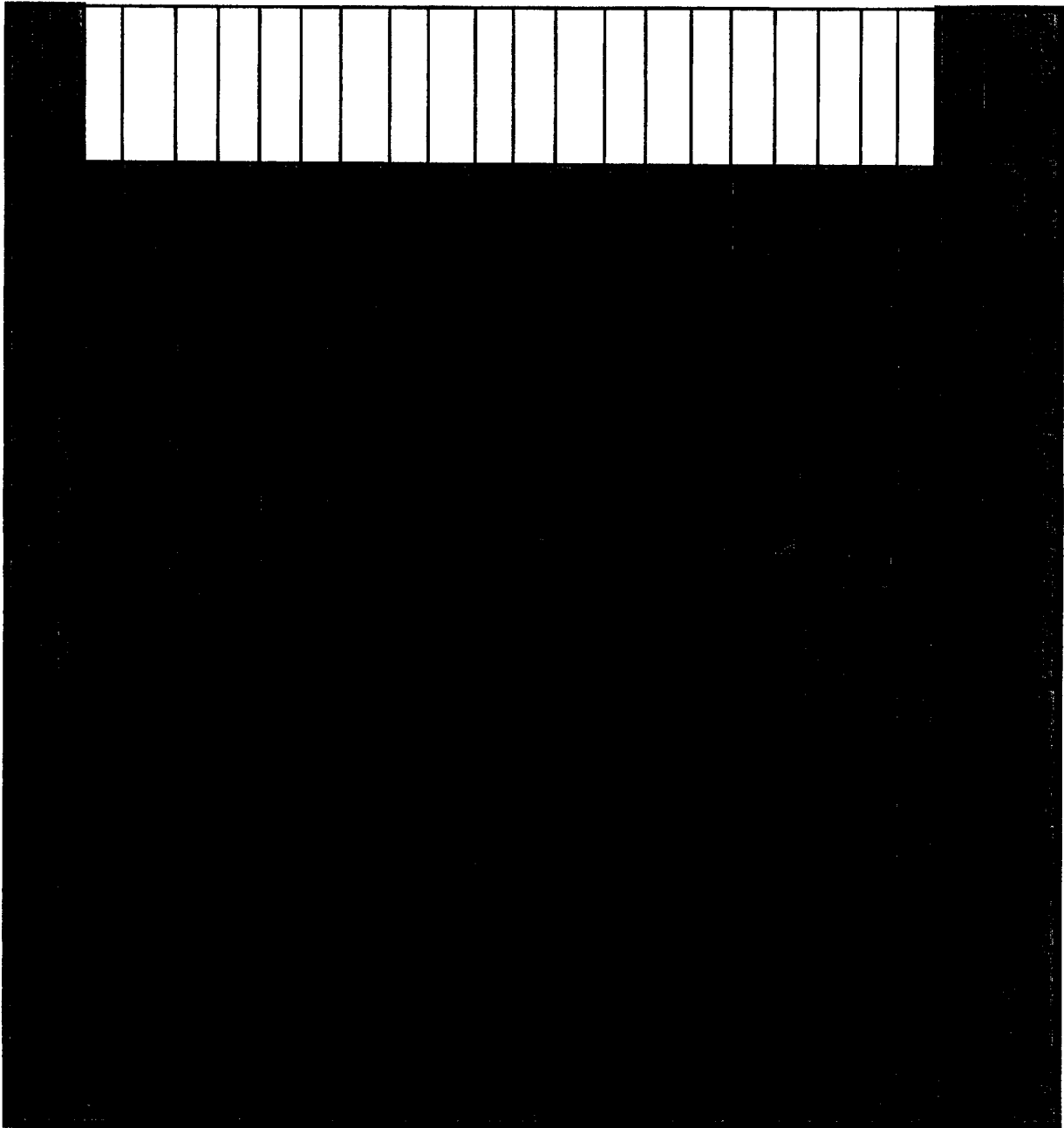
Region/Garrison Name									
Garrison Status and Strength Accounting data as of (MM/DD/YYYY)									
APR 32									
MOS LAYDOWN									
#	MOS	ASI	SCI	Skill Level	CURRENT		120 DAY PROJECTIONS		%
					AUTH	ASSGN	AUTH	ASSGN	
1	11B			10					0%
				20					0%
				30					0%
				40					0%
				50					0%
				Total	0	0	0	0	0%
									0%
2	21R			10					0%
				20					0%
				30					0%
				40					0%
				50					0%
				Total	0	0	0	0	0%
									0%
3	31B			10					0%
				20					0%
				30					0%
				40					0%
				50					0%
				Total	0	0	0	0	0%
									0%
4	46Q			10					0%
				20					0%
				30					0%
				40					0%
				50					0%
				Total	0	0	0	0	0%
									0%
5	46R			10					0%
				20					0%
				30					0%
				40					0%
				50					0%
				Total	0	0	0	0	0%
									0%

[illegible]

[illegible]

NOTE: YOU MUST ADD ADDITIONAL MOSs IN NUMERICAL ORDER

Region/Garrison Name									
Garrison Status and Strength Accounting data as of (MM/DD/YYYY)									
APR -2									
TOP 5 CRITICAL MOS									
#	MOS	ASI	SOI	Skill Level	AUTH	CURRENT ASSGN	%	AUTH	180 DAY PROJECTIONS
1				10			0%		0%
				20			0%		0%
				30			0%		0%
				40			0%		0%
				50			0%		0%
				Total	0	0	0%	0	0%
2				10			0%		0%
				20			0%		0%
				30			0%		0%
				40			0%		0%
				50			0%		0%
				Total	0	0	0%	0	0%
3				10			0%		0%
				20			0%		0%
				30			0%		0%
				40			0%		0%
				50			0%		0%
				Total	0	0	0%	0	0%
4				10			0%		0%
				20			0%		0%
				30			0%		0%
				40			0%		0%
				50			0%		0%
				Total	0	0	0%	0	0%
5				10			0%		0%
				20			0%		0%
				30			0%		0%
				40			0%		0%
				50			0%		0%
				Total	0	0	0%	0	0%



unit name

[REDACTED]

[REDACTED]

<u>MOS</u>	<u>Grade</u>	<u>Last Name</u>	<u>M/F</u>	<u>Reason</u>
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[REDACTED]

<u>MOS</u>	<u>Grade</u>	<u>Last Name</u>	<u>M/F</u>	<u>Reason</u>
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[REDACTED]

<u>MOS</u>	<u>Grade</u>	<u>Last Name</u>	<u>M/F</u>	<u>Reason</u>
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[REDACTED]

<u>MOS</u>	<u>Grade</u>	<u>Last Name</u>	<u>M/F</u>	<u>Reason</u>
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[REDACTED]

<u>MOS</u>	<u>Grade</u>	<u>Last Name</u>	<u>M/F</u>	<u>Reason</u>
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MOS Grade Last Name M/F Reason

MOS Grade Last Name M/F Reason

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MOS Grade Last Name M/F Reason

<u>MOS</u>	<u>Grade</u>	<u>Last Name</u>	<u>M/F</u>	<u>Reason</u>
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<u>MOS</u>	<u>Grade</u>	<u>Last Name</u>	<u>M/F</u>	<u>Reason</u>
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<u>MOS</u>	<u>Grade</u>	<u>Last Name</u>	<u>M/F</u>	<u>Reason</u>
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<u>MOS</u>	<u>Grade</u>	<u>Last Name</u>	<u>M/F</u>	<u>Reason</u>
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<u>MOS</u>	<u>Grade</u>	<u>Last Name</u>	<u>M/F</u>	<u>Reason</u>
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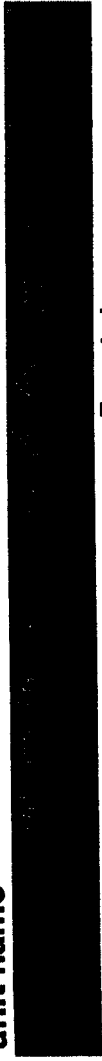
<u>MOS</u>	<u>Grade</u>	<u>Last Name</u>	<u>M/F</u>	<u>Reason</u>
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<u>MOS</u>	<u>Grade</u>	<u>Last Name</u>	<u>M/F</u>	<u>Reason</u>

<u>MOS</u>	<u>Grade</u>	<u>Last Name</u>	<u>M/F</u>	<u>Reason</u>

<u>MOS</u>	<u>Grade</u>	<u>Last Name</u>	<u>M/F</u>	<u>Reason</u>

unit name



<u>MOS</u>	<u>GRADE</u>	<u>Last Name</u>	<u>Expected date of Loss</u>	<u>Reason</u>
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unit name



MOS

GRADE

Last Name

Incident date

Reason